

NC PBIS

Data Manual

**Revised 12/17/2012**

**Version1.0**

****

Table of Contents

Confidentiality of [Student Records](#Confidentiality_of_Student_Records)

Section 1: [Rationale for Data Collection and Use](#RationaleForDataCollectionUse1)

Section 2: [Accessing the NC PBIS Data Management System](#AccessingNCPBISDatManSys2)

2.1 [NCID](#NCID2_1)

2.2 [Requesting](#Requesting2_2) User Access

2.3 [User Roles](#UserRoles2_3)

2.4 [Basic Use](#BasicUse2_4)

2.4.1 [Login/Logout](#LogininLogout2_4_1)

2.4.2 [Navigation](#Navigation2_4_2)\*

2.4.3 [How to Filter, Sort, and Download Data](#HowtoFilter2_4_3)\*

2.5 [Providing Feedback](#ProvidingFeedback2_5)

2.5.1 [Report a Problem](#ReportProblem2_5_1)

2.5.2 [Request Technical Assistance](#RequestTechnicalAssistance2_5_2)

2.5.3 [Complete Year-end Survey](#CompleteYearEndSurvey2_5_3)\*

Section 3: School Data Users

3.1 School Menu

3.1.1 [Team Information](#TeamInformation3_1_1)\*

3.1.2 [Implementation Inventory Online (IIO)](#ImplementationInventory3_1_2)\*

3.1.3 [Action Plan](#ActionPlan3_1_3)\*

3.1.4 Universal Behavior Screener >>> (Sub-Menu)

3.1.4.1 View All Universal Behavior Assessments in Current and Prior School Year

3.1.4.2 Add/Review Student Universal Behavioral Assessment in Current and Prior School Year

3.1.4.3 View/Edit (for Existing Date) Student(s) Behavioral Assessment Tracking Guide

3.1.4.4 Add (for New Date) Student(s) Behavioral Assessment Tracking Guide

3.1.4.5 Delete Student Scores for a Specific Student from Behavioral Assessment Tracking Guide

3.1.5 Secondary/Tertiary Data >>> (Sub-Menu)

3.1.5.1 Add Student Records into PBIS

3.1.5.2 Detailed Report of Students Added to PBIS (also use to show pupil #s no longer in the school)

3.1.5.3 Add/Review Student Intervention for Existing PBIS Students - Or Change Active Status

3.1.5.4 Review Student Interventions for Existing PBIS Students

3.1.5.5 Check-In/Check-Out (CICO)

3.1.5.6 Check-In/Check-Out (CICO) Interactive Report

3.1.5.7 Small Groups

3.1.5.8 Mentoring

3.1.5.8 Individual Intervention Plan

3.1.6 Positive Acknowledgement Tracking

3.1.7 Request Training

3.1.8 Seclusion/Restraint

3.2 Reports

3.2.1 Accountability - Graduation Rate by Subgroup

3.2.2 Accountability - Percent of PRC-29 Students Passing Math at the School

3.2.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

3.2.4 Accountability - Performance Composite

3.2.5 Accountability - PRC-29 Student Detail Math and Reading Scores

3.2.6 Accountability - PRC-29 Student Graduation Rate

3.2.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate

3.2.8 Accountability - PRC-29 Students That Graduated

3.2.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

3.2.10 Accountability - Reading and Math Percent Proficient by School and Subgroup

3.2.11 CECAS - EC Base Data OLTP PRC-29 Students

3.2.12 DROPOUT - Totals by School

3.2.13 EDDIE - Grade Span to School Type

3.2.14 NCWISE - Courses by School

3.2.15 NCWISE - Number of School Days per Month

3.2.16 NCWISE - Student Discipline Aggregate

3.2.17 NCWISE - Student Discipline Detail

3.2.18 [PBIS - School Monthly Report](#PBISSchoolMonthlyReport3_2_18)\*

3.2.19 [PBIS - School Year-To-Date Report](#PBISSchoolYearToDateReport3_2_19)\*

3.2.20 PRC-29 Student Attendance Report

3.2.21 PRC-29 Monthly Report

3.2.22 PRC-29 Yearly Report

3.2.23 Title1 Schools

Section 4: LEA Data Users

4.1 LEA Menu

4.1.1 LEA ENTER DATA

4.1.1.1 Coach Endorsement Application

4.1.1.2 Trainer Endorsement Application

4.1.1.3 [Trainer Report](#TrainerReport4_1_1_3)\*

4.1.1.4 [School-wide Evaluation Tool Survey Form](#SchoolWideEvalToolSurveyFormSET4_1_1_4) (SET)\*

4.1.1.5 Brief School Evaluation Tool (BSET)

4.1.1.6 [Implementation Inventory Online](#ImplementationInventoryOnlineIIO4_1_1_6) (IIO)\*

4.1.1.7 Coaching Log

4.1.1.8 LEA Planning

4.1.1.9 Action Plan

4.1.2 [LEA REVIEW/RELEASE](#LEAReviewRelease4_1_2)\*

4.1.2.1 [Request Training](#RequestTraining4_1_2_1)\*

4.2 [Manage Permissions](#ManagePermissions4_2)\*

4.2.1 [Pending Accounts](#PendingAccounts4_2_1)\*

4.2.2 [Active Accounts](#ActiveAccounts4_2_2)\*

4.2.3 [Disabled Accounts](#DisabledAccounts4_2_3)\*

4.2.4 [Denied Accounts](#DeniedAccounts4_2_4)\*

4.3 Reports

4.3.1 Accountability - Graduation Rate by Subgroup

4.3.2 Accountability - Percent of PRC-29 Students Passing Math at the School

4.3.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

4.3.4 Accountability - Performance Composite

4.3.5 Accountability - PRC-29 Student Detail Math and Reading Scores

4.3.6 Accountability - PRC-29 Student Graduation Rate

4.3.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate

4.3.8 Accountability - PRC-29 Students That Graduated

4.3.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

4.3.10 Accountability - Reading and Math Percent Proficient by School and Subgroup

4.3.11 CECAS - EC Base Data OLTP PRC-29 Students

4.3.12 DROPOUT - Totals by School

4.3.13 EDDIE - Grade Span to School Type

4.3.14 NCWISE - Courses by School

4.3.15 NCWISE - Number of School Days per Month

4.3.16 NCWISE - Student Discipline Aggregate

4.3.17 NCWISE - Student Discipline Detail

4.3.18 [PBIS - School Monthly Report](#PBISSchoolMonthlyReport4_3_18)\*

4.3.19 [PBIS - School Year-To-Date Report](#PBISSchoolYearToDateReport4_3_19)\*

4.3.20 PRC-29 Student Attendance Report

4.3.21 [PRC-29 Monthly Report](#PRC29MonthlyReport4_3_21)\*

4.3.22 [PRC-29 Yearly Report](#PRC29YearlyReport4_3_22)\*

4.3.23 Title1 Schools

4.3.24 [LEA PBIS Data Summary](#LEAPBISDataSummary4_3_24) (not there yet, but have seen draft report)\*

Section 5: Regional Data Users

5.1 Regional Menu

5.1.1 REGIONAL ENTER/UPDATE DATA

5.1.1.1 [School-wide Evaluation Tool Survey Form](#SchoolwideEvalToolSurvey5_1_1_1) (SET)\*

5.1.1.2 Brief School Evaluation Tool (BSET)

5.1.1.3 [Implementation Inventory Online](#ImplementationInventoryOnline5_1_1_3) (IIO)\*

5.1.1.4 Trainer / Coach / Coordinator Information

5.1.1.5 Trainer Observation

5.1.1.6 Training Log

5.1.1.7 Technical Assistance Log

5.1.1.8 [Monthly Report](#MonthlyReport5_1_1_8)\*

5.1.2 REGIONAL REVIEW / ACCEPT

5.1.2.1 [Partnership Agreement / Participating in PBIS Initiative](#PartnershipAgreement5_1_2_1)\*

5.1.2.2 Coach Endorsement Application

5.1.2.3 Trainer Endorsement Application

5.1.2.3 Recognition Application

5.1.2.4 [Training Requests](#TrainingRequest5_1_2_4) (see LEA menu)\*

5.2 [Manage Permissions](#ManagePermissions5_2)\*

5.2.1 [Pending Accounts](#PendingAccounts5_2_1)\*

5.2.2 [Active Accounts](#ActiveAccounts5_2_2)\*

5.2.3 [Disabled Accounts](#DisabledAccounts5_2_3)\*

5.2.4 [Denied Accounts](#DeniedAccounts5_2_4)\*

5.3 Reports

5.3.1 Accountability - Graduation Rate by Subgroup

5.3.2 Accountability - Percent of PRC-29 Students Passing Math at the School

5.3.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

5.3.4 Accountability - Performance Composite

5.3.5 Accountability - PRC-29 Student Detail Math and Reading Scores

5.3.6 Accountability - PRC-29 Student Graduation Rate

5.3.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate

5.3.8 Accountability - PRC-29 Students That Graduated

5.3.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

5.3.10 Accountability - Reading and Math Percent Proficient by School and Subgroup

5.3.11 CECAS - EC Base Data OLTP PRC-29 Students

5.3.12 DROPOUT - Totals by School

5.3.13 EDDIE - Grade Span to School Type

5.3.14 NCWISE - Courses by School

5.3.15 NCWISE - Number of School Days per Month

5.3.16 NCWISE - Student Discipline Aggregate

5.3.17 NCWISE - Student Discipline Detail

5.3.18 [PBIS - School Monthly Report](#PBISSchoolMonthlyReport5_3_18)\*

5.3.19 [PBIS - School Year-To-Date Report](#PBISSchoolYearToDateReport5_3_19)\*

5.3.20 PRC-29 Student Attendance Report

5.3.21 [PRC-29 Monthly Report](#PRC29MonthlyReport5_3_21)\*

5.3.22 [PRC-29 Yearly Report](#PRC29YearlyReport5_3_22)\*

5.3.23 Title1 Schools

5.3.24 [Partnership/Participating Schools Report](#PartnershipParticipatingSchools5_3_24)  (just developed 10-24)\*

5.3.25 [Regional PBIS Data Summary Report](#RegionalPBISDataSummaryReport5_3_25) (in development)\*

Section 6: DPI Data Users

6.1 DPI Menu

6.1.1 School-wide Evaluation Tool Survey Form (SET)

6.1.2 Brief School Evaluation Tool (BSET)

6.1.3 Implementation Inventory Online (IIO)

6.1.4 Partnership Agreement / Participating in PBIS Initiative

6.1.5 Trainer/Coach/Coordinator Information

6.1.6 Trainer Observation

6.1.7 Training Log

6.1.8 Technical Assistance Log

6.2 Reports

6.2.1 5.3.1 Accountability - Graduation Rate by Subgroup

6.2.2 Accountability - Percent of PRC-29 Students Passing Math at the School

6.2.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

6.2.4 Accountability - Performance Composite

6.2.5 Accountability - PRC-29 Student Detail Math and Reading Scores

6.2.6 Accountability - PRC-29 Student Graduation Rate

6.2.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate

6.2.8 Accountability - PRC-29 Students that Graduated

6.2.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

6.2.10 Accountability - Reading and Math Percent Proficient by School and Subgroup

6.2.11 CECAS - EC Base Data OLTP PRC-29 Students

6.2.12 DROPOUT - Totals by School

6.2.13 EDDIE - Grade Span to School Type

6.2.14 NCWISE - Courses by School

6.2.15 NCWISE - Number of School Days per Month

6.2.16 NCWISE - Student Discipline Aggregate

6.2.17 NCWISE - Student Discipline Detail

6.2.18 PBIS - School Monthly Report

6.2.19 PBIS - School Year-To-Date Report

6.2.20 PRC-29 Student Attendance Report

6.2.21 [PRC-29 Monthly Report](#PRC29MonthlyReport6_2_21)\*

6.2.22 [PRC-29 Yearly Report](#PRC29YearlyReport6_2_22)\*

6.2.23 Title1 Schools

Section 7: DPI Admin

7.1 DPI Menu

7.1.1 School-wide Evaluation Tool Survey Form (SET)

7.1.2 Brief School Evaluation Tool (BSET)

7.1.3 Implementation Inventory Online (IIO)

7.1.4 Partnership Agreement / Participating in PBIS Initiative

7.1.5 Trainer/Coach/Coordinator Information

7.1.6 Trainer Observation

7.1.7 Training Log

7.1.8 Technical Assistance Log

7.2 Manage Permissions

7.2.1 Pending Accounts

7.2.2 Active Accounts

7.2.3 Disabled Accounts

7.2.3 Denied Accounts

7.3 Reports

7.3.1 Accountability - Graduation Rate by Subgroup

7.3.2 Accountability - Percent of PRC-29 Students Passing Math at the School

7.3.3 Accountability - Percent of PRC-29 Students Passing Reading at the School

7.3.4 Accountability - Performance Composite

7.3.5 Accountability - PRC-29 Student Detail Math and Reading Scores

7.3.6 Accountability - PRC-29 Student Graduation Rate

7.3.7 Accountability - (DPI VERSION) PRC-29 Student Graduation Rate

7.3.8 Accountability - PRC-29 Students that Graduated

7.3.9 Accountability - Proficiency Status by Subgroup (Met/Not-Met Math and Reading Tests Only)

7.3.10 Accountability - Reading and Math Percent Proficient by School and Subgroup

7.3.11 CECAS - EC Base Data OLTP PRC-29 Students

7.3.12 DROPOUT - Totals by School

7.3.13 EDDIE - Grade Span to School Type

7.3.14 NCWISE - Courses by School

7.3.15 NCWISE - Number of School Days per Month

7.3.16 NCWISE - Student Discipline Aggregate

7.3.17 NCWISE - Student Discipline Detail

7.3.18 PBIS - School Monthly Report

7.3.19 PBIS - School Year-To-Date Report

7.3.20 PRC-29 Student Attendance Report

7.3.21 PRC-29 Monthly Report

7.3.22 PRC-29 Yearly Report

7.3.23 Title1 Schools

Section 8: [TIPS](#TIPS8) \*

Appendix A: [NC PBIS Data Management System Terms of Use](#AppendixA_TermsOfUse12_03_12)

\*Information about starred items will be available in later versions of the PBIS Data Collection and Use Manual during the 2012-2013 school year.

# Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The full text can be found at the Family Policy Compliance Office (FPCO) Home: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Refer to the website if specific information about the rights of parents or eligible students is needed.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

* School officials with legitimate educational interest;
* Other schools to which a student is transferring;
* Specified officials for audit or evaluation purposes;
* Appropriate parties in connection with financial aid to a student;
* Organizations conducting certain studies for or on behalf of the school;
* Accrediting organizations;
* To comply with a judicial order or lawfully issued subpoena;
* Appropriate officials in cases of health and safety emergencies; and
* State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Users of the NC PBIS Data Management System must agree to the [Terms of Use](#AppendixA_TermsOfUse12_03_12) (found in Appendix A), which includes maintaining confidentiality of student records.

**Section1:**

Rationale for Data Collection and Use

# History and Purpose

North Carolina has been implementing Positive Behavior Intervention and Support (PBIS) since the 2000-2001 school year. More than 1000 public elementary, middle, and high schools (including Charter Schools) have been trained in PBIS. There are a variety of data that have been useful in evaluating the effectiveness of PBIS at individual schools with a positive impact on students, teachers, and schools.

In an effort to gain information on the effectiveness of PBIS statewide, the North Carolina PBIS Initiative (NC PBIS) developed this manual to provide guidance and support for statewide data collection and use. Improving the data collection process benefits all schools. It will afford North Carolina a better opportunity to determine the factors that make implementation most effective; thereby improving the PBIS development process in years to come. Further, it will allow North Carolina to continue to demonstrate the need for statewide support of PBIS practices.

During the 2012-13 school year, NC PBIS introduced the North Carolina PBIS Data Management System, an on-line database for entering, accessing, and reporting both implementation and outcome data related to PBIS implementation. This manual is a revision of the former PBIS Data Manual constructed to include relevant information about the use of the new PBIS Data Management System.

# Manual Organization

This manual is organized into eight sections: 1. Rationale for Data Collection and Use, 2. Accessing the NC PBIS Data Management System, 3. School Data Users, 4. LEA Data Users, 5. Regional Data Users, 6. DPI Data Users, 7. DPI Administration, and 8. Team Initiated Problem-Solving (TIPS). Sections 3-6 will outline all of the features of the PBIS Data Management System available to that particular level of user. Section 8 will discuss how teams use data within a problem-solving process.

This manual is intended to be a reference to meet school systems’ needs on a variety of different levels. Data collection and reports are available within the data management system for schools just beginning the process as well as those in advanced stages of implementation. Given the NC PBIS Data Management System is a new data resource for the state, school and district users should consult with their regional coordinator for information about the most important data collection and reporting strategies to use given their schools’ level of implementation.

The desired outcomes for this manual are as follows:

* To provide schools with clear guidelines for school-wide data collection, use, and submission;
* To provide clear guidance for using the NC PBIS Data Management System;
* To give teams the rationale for collecting different types of data to share with staff and community;
* To provide support to a variety of data users (school, LEA, regional, DPI)
* To provide tools for advanced data collection for universal screenings, small groups of students, and individuals; and
* To support training efforts on statewide data collection to improve implementation or PBIS.

Section 2:

Accessing the

NC PBIS Data Management System

# 2.1 NCID

The first step in setting up access to the PBIS Data Management System is establishing a user name and password. The specific type of user name and password needed is referred to as an NCID. NCID is a service provided by the Office of Information Technology Services to provide identity management and access control. The NC PBIS Data Management System requires all users to have an NCID in order to login to the system.

Many school and district staff members already have established active NCID user accounts because NCID is used to provide access to multiple statewide online applications. If you already have an NCID username and password you can proceed to the next section and submit a request for access to the NC PBIS Database. If you do not have an NCID, you will need to obtain one following the procedures established by your LEA. If you are an LEA PBIS Coordinator, please work with the NCID Administrator for your LEA to determine the best way to create credentials for yourself and your school users. Your LEA NCID Administrator may ask that you provide a list of all the individuals that need NCID access. A list of LEA Administrators for NCID is located at <https://www.ncid.its.state.nc.us/LEAListing.asp>. If you are a school level user who needs an NCID account, please contact your LEA PBIS Coordinator to determine the appropriate procedure for obtaining an NCID.

General information about NCID can be found at <http://dpi.state.nc.us/ncid/>

Note: Links to information about setting up an NCID account are also available on the NC PBIS Data Management System login page (<https://schools.nc.gov/pbis>) by selecting the radio button beside “I do not have a valid NCID account.”

# 2.2 Requesting User Access

The NC PBIS Data Management system has multiple levels of users who can enter and access relevant data (See User Roles for additional information). Access for each user will be managed by the user level above the requesting user. In other words, School User access is managed by the relevant LEA User, and LEA User access is managed by the relevant Regional User.

After the user has established an active NCID, they will then follow the link to the NC PBIS Data Management System website to request access and select the appropriate user level (school, LEA, Regional). Users will not be able to access the site until their request for access has been approved. An email notification will be sent to the user notifying them of the approval of the request for access.

### **Steps for requesting access to NC PBIS Data Management System**

1. Open the NC PBIS Data Management System login page (<https://schools.nc.gov/pbis>).
2. Click the radio button beside “I have a valid NCID account.”
3. Read the terms of use and confirm that you agree to the terms of use.
4. Type your NCID user name and password then click login.
5. Your screen will show that you must request access.
6. Select the appropriate access level (School for School Users, LEA for LEA Coordinators, Charter for Charter Schools, Regional for Regional Coordinators, DPI Data User for DPI staff requiring statewide access). Add an email address and phone number where you can be reached should we have any questions about your access request.
7. An email notification will be sent to you at the address you specified to indicate that your request has been received.
8. You will receive a second email when your request for access has been approved. If we are unable to approve your request with the information you have provided, you will be contacted by the person responsible for approving your request.
9. Once your request for access has been approved, follow the link in Step 1 to return to the NC PBIS Data Management System. Log in with your NCID. Review the information in Sections 3-6 for more information about the features associated with each user role.

# 2.3 User Roles

The NC PBIS Data Management System is set up with multiple layers of users. The system provides meaningful access to data to support school teams, district coordinators, and regional coordinators. In addition, PBIS leaders within the Department of Public Instruction are able to access and administer the data management system.

The following is the list of NC PBIS Data Management System User Roles:

* + School Users (see [Section 3](#Section3SchoolUsers))
  + LEA Users (see [Section 4](#Section4LEAUsers))
  + Charter Users (see [Section 3](#Section3SchoolUsers))
  + Regional Users (see [Section 5](#Section5RegionalUsers))
  + DPI Data Users (see [Section 6](#Section6DPIDataUsers))
  + DPI Admin Users (see [Section 7](#Section7DPIAdmin))

# 2.4 Basic Use

The NC PBIS Data Management System is designed to provide a place for NC PBIS teams at all levels to store and access data needed to evaluate and improve PBIS implementation. The system has several features that will allow users to easily access and navigate the system. To get started users will need to know how to log in and out of the system, how to use basic navigational features, and how to provide feedback about the system.

## 2.4.1 Login/Logout

### Logging In:

1. Please review the steps for requesting an NCID (Section 2.1) and Requesting Access (Section 2.2) to ensure that you have a proper login user name and that your request for access has been approved.
2. Open the following link for the NC PBIS Data Management System:

<https://schools.nc.gov/pbis>

1. Type your NCID user name and password in the required login boxes.
2. On your first login, read and confirm that you agree to the terms of use.
3. After successful login, users are automatically directed to the Main Menu Screen. Additional navigational tabs are visible based on the user’s approved role.

Note: If you mis-type your username or password and receive an error message, you will need to reload the login page. Due to a built-in security feature of the system, just clicking the back button will not allow you to login. To reload the page, re-type the url: <https://schools.nc.gov/pbis>

### Bookmarking the NC PBIS Data Management System

If you choose to bookmark the NC PBIS Data Management System in your web browser, the url associated with the bookmark must read <https://schools.nc.gov/pbis> only, or the security features of the system will prevent you from logging in successfully. For most browsers, you will need to manually edit the bookmark, as the automatic bookmarking feature will store a unique identifier that will prevent a successful login using that bookmark in the future.

### Logging Out:

1. The far left navigational tab reads “Log out.”
2. Click on the tab to log out of the NC PBIS Data Management System.
3. For added security, close your browser.

## 2.4.2 Navigation\*

## 2.4.3 How to Filter, Sort, and Download Data\*

# 2.5 Providing Feedback

To ensure that the NC PBIS Data Management System continues to meet the needs of PBIS Implementers in North Carolina, the system is designed to allow for continuous monitoring of problems and on-going feedback about the functionality of the system.

## 2.5.1 Report a Problem

To report any problems with the NC PBIS Data Management System click on the following hyperlink: <https://docs.google.com/spreadsheet/viewform?formkey=dGZQRW9LMUtZQmY0Y2JpNHh2OWhkRFE6MQ>

## 2.5.2 Request Technical Assistance

In general, all users will contact the User Role that manages their access level to request technical assistance with a specific issue. School Users will contact their relevant LEA User and LEA Users will contact their relevant Regional User. Some technical assistance issues might require contacting DPI Users or Administrators, but efforts should be made to address concerns as responsively as possible, and this will most often take place when assistance is provided locally by the relevant LEA or Regional Users with knowledge of the user accounts.

## 2.5.3 Complete Year-end Survey\*

Section 3:

School Data Users

# 3.1 School Menu

## 3.1.1 Team Information\*

## 3.1.2 Implementation Inventory Online (IIO)\*

## 3.1.3 Action Plan\*

# 3.2 Reports

## 3.2.18 PBIS - School Monthly Report\*

## 3.2.19 PBIS - School Year-To-Date Report\*

Section 4:

LEA Data Users

# 4.1 LEA Menu

## 4.1.1 LEA ENTER DATA

### 4.1.1.3 Trainer Report\*

### 4.1.1.4 School-wide Evaluation Tool Survey Form (SET)\*

### 4.1.1.6 Implementation Inventory Online (IIO)\*

### 4.1.1.9 Action Plan\*

## 4.1.2 LEA REVIEW/RELEASE\*

### 4.1.2.1 Request Training\*

# 4.2 Manage Permissions\*

## 4.2.1 Pending Accounts\*

## 4.2.2 Active Accounts\*

## 4.2.3 Disabled Accounts\*

## 4.2.4 Denied Accounts\*

# 4.3 Reports

## 4.3.18 PBIS - School Monthly Report\*

## 4.3.19 PBIS - School Year-To-Date Report\*

## 4.3.21 PRC-29 Monthly Report\*

## 4.3.22 PRC-29 Yearly Report\*

## 4.3.24 LEA PBIS Data Summary \*

Section 5:

Regional Data Users

# 5.1 Regional Menu

## 5.1.1 REGIONAL ENTER/UPDATE DATA

### 5.1.1.1 School-wide Evaluation Tool Survey Form (SET)\*

### 5.1.1.3 Implementation Inventory Online (IIO)\*

### 5.1.1.8 Monthly Report\*

## 5.1.2 REGIONAL REVIEW / ACCEPT

### 5.1.2.1 Partnership Agreement / Participating in PBIS Initiative\*

### 5.1.2.4 Training Requests (see LEA menu)\*

# 5.2 Manage Permissions\*

## 5.2.1 Pending Accounts\*

## 5.2.2 Active Accounts\*

## 5.2.3 Disabled Accounts\*

## 5.2.4 Denied Accounts\*

# 5.3 Reports

## 5.3.18 PBIS - School Monthly Report\*

## 5.3.19 PBIS - School Year-To-Date Report\*

## 5.3.21 PRC-29 Monthly Report\*

## 5.3.22 PRC-29 Yearly Report\*

## 5.3.24 Partnership/Participating Schools Report (just developed 10-24)\*

## 5.3.25 Regional PBIS Data Summary Report (in development)\*

Section 6:

DPI Data Users

# 6.1 DPI Menu

# 6.2 Reports

Section 7:

DPI Administration

# 7.1 DPI Menu

# 7.3 Reports

Section 8:

Team Initiated Problem-Solving (TIPS)

# Section 8: TIPS\*

# Appendix A: NC PBIS Data Management System Terms of Use

**Terms of Use**

**Positive Behavior Intervention and Support (PBIS) DISCLAIMER**

The information contained within the North Carolina Positive Behavior Intervention and Support (PBIS) system is confidential and shall not be disclosed to any unauthorized user without prior written permission of the NCDPI. This system and its contents, including the web pages, may not be reproduced, either by photocopy or electronically without prior written permission of the NCDPI. All individuals who are authorized to access and use this system acknowledge the confidential material contained herein and agree to prevent the unauthorized distribution of this website, whether intentional or accidental.

**Project Background & Purpose**

The North Carolina Positive Behavior Intervention and Support Initiative is a project of the Exceptional Children Division of the NCDPI. The PBIS data management system was federally funded through Individuals with Disabilities Education Act (IDEA) allocations, as part of NCDPI’s strategic plan to support prevention and early intervention.

The purpose of the PBIS data management system is to collect, house, and report on information to analyze, support, and improve the implementation of PBIS across the state. The system contains both aggregate information as well as individual student information required to support the decision-making for PBIS implementation. All individual student data reported/accessed is subject to federal and state confidentiality laws, including, but not limited to the Family Educational Rights and Privacy Act (FERPA). Individuals utilizing the data system are responsible for maintaining confidentiality of records. Aggregated school data may also be shared with the OSEP PBIS Technical Assistance Center and may be used for research purposes.

**Penalty**

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by federal and state law, the contents of this system, shall be liable for all penalties under the law.

For more detailed information and resources on protecting confidential information please refer to the

http://www.ncpublicschools.org/legalnotices/

In accordance with Federal law this institution is prohibited from discriminating on the basis of race, color, national origin, gender (male or female), age, or disability. To file a complaint of discrimination, write to:

Dr. Rebecca Garland, Chief Academic Officer

Academic Services and Instructional Support

6368 Mail Service Center

Raleigh, NC 27699-6368

919.807.3200 (phone)

**NCDPI is an equal opportunity provider and employer.**